

# How to Find eForms for Training Requests

If you do not have an account already created on Kentucky Online Gateway, you will need to create one at: <https://dep.gateway.ky.gov/eForms/Account/Home.aspx>

Once you have created your account, you will click on **Forms** in the heading bar.

The screenshot shows the top navigation bar of the EEC eForms website. The navigation bar is blue and contains the following items from left to right: a logo with a mountain and sun, the text "EEC eForms", a "Home" button with a house icon, a "Dashboard" button with a gear icon, a "Forms" button with a document icon and a green highlight, a "Contact Us" button with a phone icon, and a "Help Center" button with a question mark icon. Below the navigation bar is a light gray bar with a "Home" button and a house icon. The main content area has a heading "EEC The Energy and Environment Cabinet" and a paragraph of introductory text. At the bottom of the screenshot, there is a small line of text: "Account registration is located at <https://kog.chfs.ky.gov/public/requestaccount/> and is part of the Kentucky Online Gateway (KOG)."

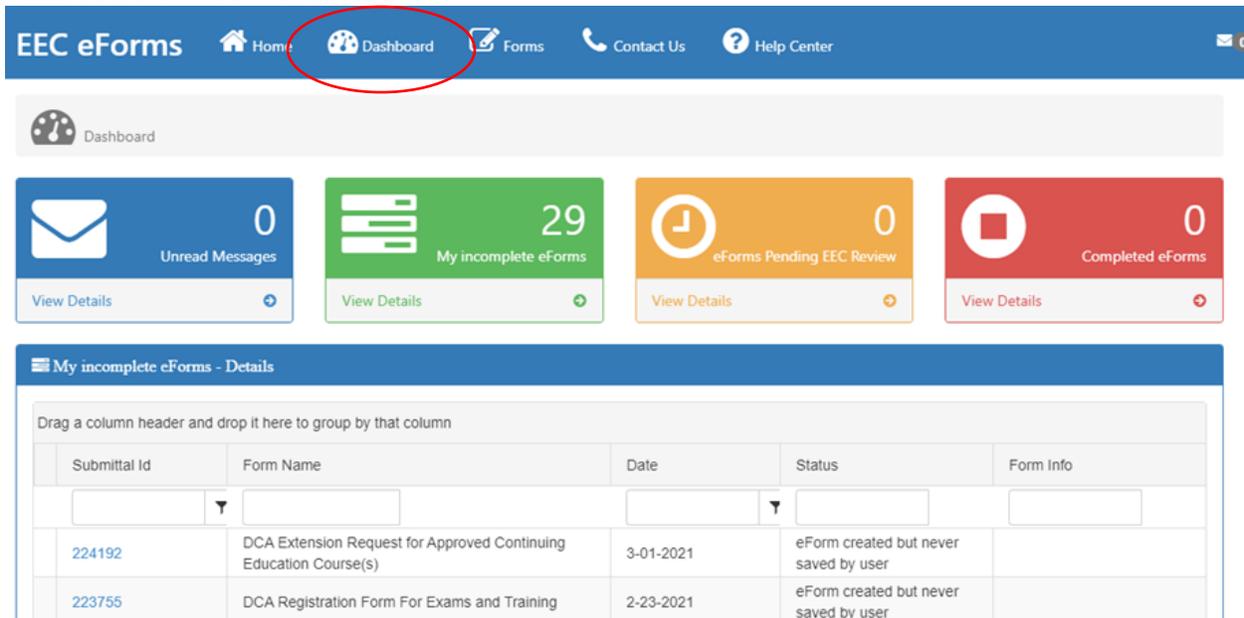
Then, under list of available forms, enter **DCA** in the search box to bring up our eForms. You will click the plus sign next to the form you want to submit.

Form	Form Name
	<input type="text" value="dca"/>
+	DCA Application for Approval of Course for Continuing Education Credit ▶
+	DCA Application for Certified Training Provider ▶
+	DCA Application for Reciprocity ▶
+	DCA Certified Training Provider Course Submittal Form ▶
+	DCA Continuing Education Activity Report ▶
+	DCA Extension Request for Approved Continuing Education Course(s) ▶

## Form Descriptions

- **DCA Application for Approval of Course for Continuing Education Credit:**  
This application is used to request approval for continuing education classes. (Certified Training Provider Program participants do not use this form.) There is a fee associated with this form, the fee is based off the number of credit hours requested.
- **DCA Application for Certified Training Provider:**  
This application is used to request approval to participate in the Certified Training Provider program. There is a \$2,000 fee associated with this application.
- **DCA Certified Training Provider Course Submittal Form:**  
This application is for those participating in the Certified Training Provider program to request approval of their courses. No fee associated with this form.
- **DCA Continuing Education Activity Report:**  
This form is used to submit continuing education credit hours for classes that have been approved by the cabinet.
- **DCA Extension Request for Approved Continuing Education Course(s):**  
This form is used when courses are set to expire and you need to request an extension of the courses. There is a \$15 fee per class associated with this form.

In the heading bar on your dashboard you can track the status of your applications. You are able to see if any have been returned with discrepancies or needing additional info. Side note: Incomplete forms cannot be deleted at this time.



The screenshot shows the EEC eForms dashboard. The top navigation bar includes links for Home, Dashboard (circled in red), Forms, Contact Us, and Help Center. Below the navigation bar, there are four summary cards: Unread Messages (0), My incomplete eForms (29), eForms Pending EEC Review (0), and Completed eForms (0). The 'My incomplete eForms' card is selected, leading to a table with the following data:

Submittal Id	Form Name	Date	Status	Form Info
224192	DCA Extension Request for Approved Continuing Education Course(s)	3-01-2021	eForm created but never saved by user	
223755	DCA Registration Form For Exams and Training	2-23-2021	eForm created but never saved by user	